

**Attachment C – Special Terms and Conditions**  
**Sharp Statewide Copier Contract      T#91729**

**SPECIAL TERMS AND CONDITIONS**

Digital Copiers

**1. CONTRACT PERIOD:**

**PURCHASE CONTRACTS:** Copier Purchase Prices shall be firm from July 1, 2017 or date of award, whichever is later, through June 30, 2020, unless renewed or extended by the mutual consent of both the State of Louisiana and the Contractor.

At the option of the State of Louisiana and acceptance by the vendor/contractor, the purchase contracts may be extended for two additional twelve (12) month periods at the same price, terms and conditions.

**PURCHASE MAINTENANCE CONTRACTS:** Copier Purchase Maintenance Prices shall be firm from July 1, 2017 or date of award, whichever is later, through June 30, 2022.

**RENTAL CONTRACTS:** Rental Prices shall be firm from July 1, 2017 or date of award, whichever is later, through June 30, 2022. However, no new rental placements can be initiated after June 30, 2020.

Bundled Maintenance Prices shall be firm from July 1, 2017 or date of award, whichever is later, through June 30, 2022.

2. **DELIVERIES:** Deliveries shall be made to any Agency of the State Government eligible by State Statute and/or authorized to purchase from the contract. Delivery shall be made upon issuance of a Purchase Order. Contractors will maintain an adequate supply of all items in order to meet specified delivery.

3. All prices shall include delivery to the proper site, freight, unpacking, removal of all debris, basic installation to include assembly of all components, demonstration of basic operating procedures and start-up supplies, except for rigging charges. (All supplies, except paper, are free during the warranty period).

Note that rigging charges, as defined herein are permissible, subject to the approval of the Office of State Procurement. The Office of State Procurement shall serve as the final authority in determining acceptable rigging charges.

**PRICES:** The monthly copy allowance (MCA) includes copying and network printing clicks only. [NOTE: 11 x 17 is one (1) click.] Scan and fax clicks are to be at no cost to the agency and are not to be included in the MCA or excess copies. Cost for color copies will be based on cost per copy. There will be no monthly copy allowance for color copies. The number of color copies is based on 30% of the monochrome MCA for each given segment.

**PRICE REDUCTION:** During the course of the contract, any price reduction in the contract price must be immediately extended to the State by the Contractor. Failure to offer the benefit of these price reductions to the State within two (2) weeks after general announcement may result in the cancellation of the vendor's contract. These price reductions must be granted on any order.

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Maintenance of all accessories shall be at no cost to the State of Louisiana.

4. **CANCELLATION:** State agencies and the Office of State Procurement shall have the right to cancel any equipment rental or maintenance agreement, entered into under the contract in whole or in part (a) at the end of the term of the purchase order, or (b) in event of the non-appropriation of funds, or (c) default of the contractor, or (d) at any time during the term of the purchase order, for the convenience of the Using Agency, by providing thirty (30) days written notice.

Rental copiers must be in place for a minimum of three (3) months before agencies can exercise the cancellation for convenience provision. Agencies will not be allowed to cancel due to relocation.

The Office of State Procurement reserves the right to place other cancellation restrictions on the agencies as deemed necessary.

In no event shall the State or any of its using Agencies be responsible for any cost or charges associated with or resulting from said cancellation, including, but not limited to, termination charges. No charges arising from the removal of rented equipment will be allowed.

5. **PAYMENT:** Payment will be made in arrears, upon receipt of invoice. Advance payments will not be allowed in the contract.
6. **RISK OF LOSS/PASSAGE OF TITLE:** Title to the equipment purchased under the contract shall pass from Contractor to State on the date of installation for Contractor• installed equipment or on the date of delivery for State-installed equipment. Prior to the passage of title, all risk of loss or damage shall be on the Contractor.
7. **WARRANTY:** Contractor warrants that the equipment materials and workmanship delivered are free from defects in design and construction and are the Manufacturer's/Trademark Holder's standard design in construction and that no changes or substitutions have been made in the items listed in the contract.

The warranty period shall be for a minimum term of ninety (90) days commencing on the date of satisfactory installation of equipment, provided that said equipment has not been damaged prior to installation or delivery. The State shall provide a suitable installation environment and shall not unreasonably delay installation. Warranty coverage will include all parts, full service maintenance and all supplies except paper, at no expense to the Using Agency.

8. **ASSIGNMENT OF CONTRACT:** Contractor shall not assign any interest in the contract by assignment, transfer or novation without prior written consent of the State. This provision shall not be construed to prohibit the Contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

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9.      BASIS OF AWARD

Each award will be based on a featured model. The featured models shown on the price sheets are copiers with the more popular features (options/accessories). The specifications in the featured models are intended to establish minimum requirements for each copier. Equal or greater capability than stated in the featured model description may be bid. Additional accessories are listed below the featured models. Vendors may bid on the listed accessories. If there are additional accessories that can be bid on and are not listed, the vendor may add them in the space provided. Some examples of these accessories would be exit trays, shift sort trays (offset stackers), paper feed trays (cassettes, drawers) or paper decks, and staple finishers. Scan, email and fax options should be quoted for connected models, if available. Vendors are to submit the accessories list on Attachment F.

The awards will be made to the lowest overall bidders per segment.

Prices quoted for accessories shall not exceed the manufacturer's GSA price schedule. If there is no manufacturer's GSA price schedule, prices shall not exceed the manufacturer's most recent published commercial price list. Prices quoted for rental of accessories shall not exceed the purchase price on the vendor's published price list or GSA price schedule divided by sixty (60) months.

The price for any accessory that replaces an accessory referenced in a featured model shall be reduced by the cost of the accessory it is replacing. The State does not intend to pay for two accessories, when only one is provided.

Prices quoted for accessories (optional features) will not be a factor in the awards.

The State reserves the right to reject any bid for prices deemed exorbitant for any copier and optional accessories in any segment.

One or two or three awards for purchase of monochrome copiers will be made to the lowest responsive bidders in Segments 1 through 10.

One or two or three awards for purchase of color copiers will be made to the lowest responsive bidders in Segments 3, 4, 5 and 6.

One or two or three awards for rental of monochrome copiers will be made to the lowest responsive bidders in Segments 1 through 10.

One or two or three awards for rental of color copiers will be made to the lowest responsive bidders in Segments 3, 4, 5 and 6.

The awards for the purchase of copiers and 3-year maintenance will be made by adding the price bid by the vendor for the featured model, the maintenance prices quoted for thirty-six (36) months and the prices for additional copies.

The awards for rental copiers will be made per segment by adding the monthly rental cost of each MCA and the price for additional copies.

For award purposes the quantity of 2500 per month for monochrome copiers will be used

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on lines for additional copies over the MCA for a 12-month rental term in segments 1 through 8 and for a 36-month maintenance term in segments 1 through 8. The quantity of 10,000 per month will be used on lines for additional copies over the MCA for a 12-month rental term in segments 9 and 10 and for a 36-month maintenance term in segment 9 and 10.

Under a Family/Group award if for example, Ricoh was one of the low bidders in a given segment, any authorized dealer marketing Ricoh/Savin or Lanier can utilize Ricoh's award in that segment so long as the product placed is identical in specifications (i.e. speeds, capabilities, functionality, accessories, etc.) and is fully compatible with the supply items required (toner, parts, drum, etc.).

No manufacturer can be awarded more than one position in a single segment under any circumstances. In no way does this Family/Group Award change the State's position regarding "clone" products.

The Office of State Procurement reserves the right to utilize BLI as its Authority when determining whether or not a copier model has a clone.

10. Additional information pertaining to awards:

- A. Multiple awards of the same brand name will not be made for any given segment.
- B. Multiple awards of the same model will not be made in more than one segment for any one contract.  
Example: Model XYZ will not be awarded in segments four and five of the monochrome purchase contract.
- C. Multiple awards for any given segment will not be made for both a copier and to its clone(s).
- D. In the event of mathematical errors in calculations, the corrected calculations based on the unit prices will prevail.
- E. Bidders are to round off unit prices to the 4th decimal place. Any numbers in a unit price to the right of the 4th decimal place will be deemed to be zero (0).
- F. If a vendor chooses not to bid a particular item, vendor should indicate "No Bid" or "NA" in the space provided.

11. Do not bid in any manner or form other than provided for in this Invitation to Bid. To do so may render the bid response unacceptable. The Office of State Procurement does not accept electronic bids at this time. Note the following:

- A. Bid prices for purchase or rental must not include minimum order quantities.
- B. Bidder shall not include zero prices for maintenance or rental.
- C. The recommended monthly copy volume is only an estimate and is not a requirement of this Invitation to Bid (ITB). The machine max is a requirement of this ITB to Bid. Bidder shall not alter the Average Monthly Volume, MCA or Machine Max.
- D. The quantities of an item which are ordered at one time cannot be predicted. The distance of an Agency from a service center cannot be predicted. For the purpose of responding to this ITB, the Bidder must bid only the prices requested, and those prices

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are to be in the unit of measure indicated.

- E. Only bundled maintenance and bundled rental prices will be acceptable for maintenance and rental. All rental and maintenance prices bid must be bundled prices. For bundled prices, the Contractor must provide all copier supplies, except paper, at no additional cost and no obligation to the Using Agency. No additional charges will be permitted. Under bundled pricing, the Contractor must deliver a minimum of a four (4) week quantity, per machine, at one time to the Using Agency. The Contractor must keep all consumables replenished so that there is always a four (4) week supply on hand for all copiers. This would include a minimum of staples, toner, developer, fuser modules and drums.

Examples of cost factors which must be included free under maintenance and rental prices would be inclusive of, but not limited to: fuser oil, staples, staple wire, waste toner collection boxes, binder tape, drums, organic photo conductors, surge protectors, safety retrofits, rollers, belts, corona wires, copy board glass, sensors, lenses, lubricants, "PM kits", software programming, emergency calls, all labor, remedial maintenance. Contractor's consultation telephone "Hot Line" for technical assistance, and maintenance for all accessories attached to the copier (with the exception of copier control devices supplied by another Contractor). [Note: These are only examples and are not a complete listing of cost factors.]

- F. By bidding equipment for purchase or rental, the Bidder is acknowledging the right of the State of Louisiana to attach copy control devices to the copier, even if not the Bidder's brand, provided that such attachment does not damage the copier or make the copier configuration fail to pass UL approvals.

12. Copier testing: In the absence of true test results, data will be established by the Office of State Procurement based on information from any or all independent sources. The Office of State Procurement will make the sole and final determination of correct specifications. The Office of State Procurement reserves the right to utilize BLI as the final authority for copier testing. If pertinent data is unavailable from these sources, information from the manufacturer/trademark holder may be utilized or the Office of State Procurement may require that the equipment be tested at the bidder's expense. If testing is required, it must be conducted by Buyers Laboratory, Inc. (BLI), 80 Little Falls Road, Fairfield, NJ 07004. That testing may be required before the award OR during the contract period, at the choice of the Office of State Procurement. Failure by the successful bidder/contractor to submit the equipment to BLI for testing within thirty (30) days of the Office of State Procurement's request will be grounds to reject the bid of that equipment or to remove that equipment from the contract immediately.

13. Unless approval is given by the contract holder, agencies will not be allowed to add or remove accessories once an order has been placed. If the contract holder allows changes to be made after placement of the order, the changes will be made at no additional costs except for the prices quoted by the vendor in this ITB for the particular accessories. For example, an agency places an order for a copier without a staple finisher. Prior to or after delivery, the agency decides a finisher is needed. If the contract holder allows the change, a change order must be issued adding the finisher for the price quoted in the contract. No

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additional charges will be allowed.

14. USAGE:

The usage shown on Attachment G is an estimated number.

15. OPTION TO PURCHASE (OTP)

The State of Louisiana may, at its option, exercise the option to purchase rented equipment if all of the following requirements are met:

- A. The Prime Contractor must have been awarded the identical model and configuration for both purchase and rental.
- B. The equipment must have met the requirements of "Equipment Status", either at the time of rental placement or before the OTP is exercised.

The percentage of total rental payments as listed below, will apply as accruals toward the purchase price of the equipment. The purchase price will be the lesser of; the purchase price at the time of rental placement or the purchase price effective when the OTP is exercised.

Do you offer this Option to Purchase? • **Yes**

I. 25% of total rental payments which will apply as accruals.

II. The maximum total amount of accruals cannot exceed 80% of the purchase price.

The OTP, if offered, will not be considered in making an award for purchase or rental.

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FULL SERVICE BUNDLED MAINTENANCE  
FOR PURCHASED AND RENTED COPIERS

Contractor is required to have authorized Service Centers or authorized Service Dealers located within or near the State of Louisiana, in order to provide maintenance coverage over the entire State. Please include the current complete name, address, telephone number, tax identification number, and the respective service areas, etc. on the page provided in the ITB. Note: Only list these Service Centers if they are to receive orders for purchase, rental or maintenance.

If the Contractor has authorized Service Centers which will not receive any orders but will provide service and maintenance coverage only, please include the current complete name, address, telephone number and the respective service areas, etc. on a separate page. This is for Agency convenience only.

1. The full service bundled maintenance cost is inclusive of all cost for full preventative maintenance, emergency calls, parts, labor and *all* other charges required to keep the copier fully operational and maintained in good working condition and all supplies except for paper.

All maintenance prices bid must be Bundled Maintenance prices.

2. Equipment maintained by Manufacturer's/Trademark Holder's authorized representative under prior warranty and/or maintenance service agreements will not be subject to charges for inspection and/or repairs necessary to bring equipment up to good operating condition except in instances where repairs required are due to abuse and/or neglect on the part of operating personnel.
3. Machines being placed under maintenance service shall be in good operating condition and shall be subject to prior inspection at the option of the Contractor, except as stated above.

Contractor must submit to agencies an itemized cost estimate (at contract maintenance rates) of necessary repairs. Using Agencies must provide written authorization to Contractor prior to Contractor performing necessary repairs.

4. Maintenance agreement shall include both preventive maintenance and remedial maintenance (unscheduled repair service). Maintenance shall be performed during normal working hours (8:00A.M. to 5:00P.M. central time, Monday through Friday, excluding state holidays).
5. Contractor's service personnel must contact authorized personnel at the Using Agency prior to performing service inspections.
6. Contractor shall be available on-site within eight (8) hours of notification, excluding state holidays and weekends.
7. Payment will be made for the number of months in which service was actually rendered.
8. Assured availability of full service maintenance of equipment purchased herein will be seven (7) years from the date the Using Agency accepts the installation. Bidder must assure

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availability of parts and supplies for seven (7) years from acceptance of installation.

9. A loaner of similar make and model shall be provided by the prime Contractor, at no additional expense to the Using Agency, for copiers covered under maintenance, warranty or rental which cannot be repaired and are not in good working condition within sixteen (16) working hours of the Agency's request for service.

Additionally, the invoice for rental or maintenance will be reduced by one-thirtieth (1/30) of the monthly base charge, based on the monthly copy allowance, for each day the copier is not fully operational and fully configured and there is no operable comparable loaner at the Agency location.

10. The State will not be liable for copy charges arising from either, the Vendor's service calls, or copies which are unusable due to poor copy quality. Agencies are to give unusable copies to the service Vendor in order to receive copy credits.

11. The monthly minimum charge for maintenance for a given copier will include the monthly copy allowance (MCA). There will be no more than one billing per calendar month and bills for more or less than thirty (30) days will have the MCA and actual usage prorated. Invoices prorated by days can only charge for a calendar date one time. Vendors wishing to use longer billing cycles, such as 60, 90 days, must prorate the MCA and actual usage accordingly.

12. Charges for copies over the MCA will be billed on a quarterly basis. Agencies will be invoiced monthly in arrears for the monthly maintenance inclusive of the MCA. However, every three ( 3 ) months the vendor will reconcile the agencies' invoices to reflect a quarterly total number of copies. There will only be excess copy charges for the number of copies that exceed the total MCA after adding together the MCA's for the three ( 3 ) months of the quarter. A quarter is equal to three (3) month intervals and is not necessarily based on fiscal or calendar year.

If maintenance begins in the middle of a month, the MCA for that month will be prorated. If the usage for that month exceeds the prorated MCA, the user will be responsible for overage charges. The reconciled overage for the quarter will begin the next month (the first full month beginning on the first of the month).

If maintenance is not in place for a full quarter at the end of the maintenance/rental term, the reconciled overage for the quarter will be prorated.

14. For cancellation of maintenance prior to the end of the contract period, the using agency will be required to give thirty (30) days written notice except for reasons of (A) non• appropriation of funds by the legislature, or (B) the end of the maintenance period identified in the purchase order, or (C) default of the contractor. In no event shall the state or any of its using agencies be responsible for any cost or charges associated with or resulting from said cancellation, including but not limited to, termination charges.
15. All supplied parts shall meet or exceed the original manufacturer's specifications and shall carry the manufacturer's ~~normally~~ offered warranties and guarantees. The supplies may be a brand other than the brand of the equipment. However, the vendor is responsible for the performance and compatibility of the supplies for the equipment.



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RENTAL

1. The purpose of the rental portion of the contract is to establish month to month rental pricing for rental placements during the contract period.
2. All rental prices bid shall be Bundled Rental prices. The rental cost is inclusive of all features specified, full preventative maintenance, emergency calls, parts, labor, delivery cost, installation charges, adapters, interfaces, start-up supplies and all other charges required to keep the copier fully operational and maintained in good working condition, and all supplies except for paper.
3. Payments will be made for the number of months in which service was actually rendered.
4. For cancellation of rental prior to the end of the contract period, the using agency will be required to give thirty (30) days written notice except for reasons of (A) non-appropriation of funds by the legislature, or (B) the end of the rental period identified in the purchase order, or (C) default of the contractor. In no event shall the state or any of its using agencies be responsible for any cost or charges associated with or resulting from said cancellation, including but not limited to termination charges. No charges arising from the removal of rented equipment will be allowed.
5. The monthly minimum charge for rental of a given copier will include a monthly copy allowance. There will be no more than one billing per calendar month and bills for more or less than thirty (30) days will have the MCA and actual usage prorated. Invoices prorated by days can only charge for a calendar date one time. Vendors wishing to use longer billing cycles, such as 60, 90 days must prorate the MCA and the actual usage accordingly.
6. Charges for copies over the MCA will be billed on a quarterly basis. Agencies will be invoiced monthly in arrears for the monthly rental inclusive of the MCA. However, every three (3) months the vendor will reconcile the agencies' invoices to reflect a quarterly total number of copies. There will only be excess copy charges for the number of copies that exceed the total MCA after adding together the MCA's for the three (3) months of the quarter. A quarter is equal to three (3) month intervals and is not necessarily based on fiscal or calendar year.  
  
If rental is not in place for a full quarter at the end of the rental term, the reconciled overage for the quarter will be prorated.
7. All supplied parts shall meet or exceed the original manufacturer's specifications and shall carry the manufacturer's normally offered warranties and guarantees. The supplies may be a brand other than the brand of the equipment. However, the vendor is responsible for the performance and compatibility of the supplies for the equipment.
8. Vendor should coordinate with agency to assure appropriate segment is being obtained.

Agencies are allowed to change MCA lines within a given segment one (1) time per contract year (12 month period) if deemed necessary.

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**DEFINITIONS FOR COPIER CONTRACT**

1. **AUTHENTICATION**- For security purposes if scanning is selected as an option. This will prevent intrusion on the network.
2. **AUTO DUPLEXING** -This means the copier can automatically produce two-sided copies. The user does not have to manually reload one-sided copies into the machine to copy the second side. Machines with this feature may be equipped with automatic document feeders that enable the production of two-sided copies from single-sided originals (1:2), two-sided copies from two-sided originals (2:2) and single-sided copies from two-sided originals (2:1).
3. **AUTOMATIC DOCUMENT FEEDER (ADF)** - A device on a copier that holds a stack of originals and feeds them automatically, one at a time, across the exposure platen. When the designated number of copies of that original has been made, the ADF ejects the original into a receiving tray. This process is repeated with each subsequent original.
4. **BUNDLED MAINTENANCE PRICE**- A single cost per copy, inclusive of full service maintenance and all supplies, except paper.
5. **BUNDLED RENTAL PRICE** - A single cost per copy, inclusive of rental cost, full service maintenance and W1supplies except paper.
6. **CLONES**- Copiers having a common manufacturer and the base copier is built to the same specifications, therefore having comparable performance factors and features. Private• labeled replicas and/or equipment denoted by independent sources as "also sold/distributed as" will be considered to be clones. Minor deviations will not prevent a copier from being deemed a clone.
7. **CONSOLE**- The dimensions, weight or design of this type of equipment prohibit desktop support; consequently, these units are freestanding and feature built-in consoles.
8. **DESKTOP** - The dimensions, weight or design of this type of equipment allow it to be supported by a desk or optional stand.
9. **ELECTRONIC COLLATION/SORTING**- The ability of a digital copier to automatically sequence copied sets without the need for sorters as finishing devices. This feature should also provide for unlimited number of sets.
10. **FACTORY -PRODUCED NEW MODEL** – Equipment that has been converted to new model status, which maintains features and/or functions of the previous model and adds new features and/or functions not available on the previous model. This equipment has been disassembled to a pre-determined standard established by the manufacturer or trademark holder and manufactured to new model status and assigned a new serial number.

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11. **FAMILY/GROUP AWARD-** A manufacturer that markets products under more than one label can qualify as a family group award. To qualify as a Family/Group a manufacturer must market identical products under two (2) or more labels and must own 100% of the label as a wholly owned subsidiary and/or a division.

Under a Family/Group award if for example, Ricoh was one of the low bidders in a given segment, any authorized dealer marketing Ricoh/Savin/or Lanier can utilize Ricoh's award in that segment so long as the product placed is identical in specifications (i.e. speeds, capabilities, functionality, accessories, etc.) and is fully compatible with the supply items required (toner, parts, drum, etc.).

No manufacturer can be awarded more than one (1) position in a single segment under any circumstances. In no way does this Family/Group Award change the State's position regarding "clone" products.

12. **FINISHER** - The capability of having copied sets automatically delivered, stapled and stacked in the offset catch tray. Some high volume copiers may also feature automatic binding and/or stapling and folding systems.
13. **IMAGE OVERWRITE-** Security consideration to ensure that information is not residual on the print device or on the hard drive. A removable hard drive in lieu of cleansing the storage media is not allowed.
14. **MACHINE MAX-** The maximum monthly copy capability of a copier (which is the top of the copy volume range recommended by independent sources) as determined by the procedures identified in the additional special terms and conditions of the ITB.
15. **MEMORY-** Also called RAM (Random Access Memory); temporarily stores data inside a copier or controller. Chips can be purchased that allow the user to increase the amount of memory to improve performance.

When a given figure is followed by "GB", this figure represents a hard-disk drive.

16. **MONTHLY COPY ALLOWANCE (MCA)** - The minimum number of copies a Using Agency will be required to pay for.
17. **MULTICOPY SPEED-** The maximum speed per minute of the copier after the first copy exits.
18. **NEW EQUIPMENT-** Equipment which contains no used parts and which has never been used prior to installation.
19. **NEWLY MANUFACTURED-** Equipment that has been assembled for the first time from new parts, which may contain some reprocessed parts or components that meet the manufacturer's new parts and components performance standards.
20. **OFFSET CATCH TRAY** - An output device which automatically receives (without operator intervention) multiple collated sets as they emerge from the machine.
21. **OFFSET STACKER-** A sheet-stacking mechanism on the output system of a copier which allows multiple-page sets to be stacked in an alternating fashion.

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22. PAPER FEED- On-line paper receptacles (such as cassettes, trays or drawers) from which cut paper can be fed. A by-pass feeder (although a desirable feature) will not be considered to be a paper feed, as described in this definition.
23. REMANUFACTURED EQUIPMENT- Equipment restored to "like new" condition by the Manufacturer/Trademark Holder at the Manufacturer's/Trademark Holder's factory through the following process:
- A. Extensive disassembly of equipment to the extent that each moving part can be examined and tested for wear and operation.
  - B. Thorough cleaning, lubrication, adjustment, refinishing.
  - C. Replacing all worn or defective parts.
  - D. Installation of all safety retrofits.
  - E. Extensive inspection and testing to insure that the equipment functions according to the specifications of both, the Manufacturer/Trademark Holder and the specifications contained herein.

Remanufactured equipment shall include only those machines which the Manufacturer/Trademark Holder is currently remanufacturing and is actively marketing for sale and which are listed in the Sales Status section of independent sources as "Rebuilt".

In all respects, remanufactured equipment must have the same warranty and assured availability of parts and service as new equipment.

The State of Louisiana reserves the right to inspect the Manufacturer's/Trademark Holder's factory site where the equipment is remanufactured. At the request of the State of Louisiana, the bidder must provide a video which documents the details of the remanufacturing process.

24. RIGGING CHARGES- Extraordinary charges for labor, equipment or materials required to move the copier past barriers which are obstacles to the place of installation. Examples of rigging charges include the removal of walls or the rental of a hoist. Charges for stair climbers are not considered to be rigging charges.
25. SCAN ONCE. PRINT MANY – The technique of scanning hard copy original to an internal memory source (RAM or HOD) and printing multiple copies or prints from the single scan.
26. SHIFT-SORT TRAY -When sets are produced, this device moves back and forth in order to allow for the offsetting of completed sets. Electronic collation that requires switching of trays and/or paper orientation or requiring user intervention is not acceptable.
27. SORTER (sometimes referred to as a collator) - This is a device added to a copier for use during the production of sorted sets of copies; it consists of bins into which copies are inserted so that a number of separate sets can be produced.

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- 28.    **STACKLESS/TRAYLESS DUPLEXING** - While duplexing, no two (2) copies shall be stacked upon one another nor shall they touch during the copy process. This function should also allow unlimited duplexed copies to be made without user intervention.
- 29.    **STAND** (also referred to as a cabinet) -A stand for a desktop copier that eliminates the need to install the copier on a table or desktop. Most stands have casters that provide mobility as well as a cassette and/or supply storage bins.
- 30.    **STAPLER SORTER** - A type of sorter that staples copied sets in the bins when a job is completed. Stapler sorters can produce sets consisting of either 15, 20, 25, 30 or 50 sheets.
- 31.    **START-UP SUPPLIES** -All supplies, excluding paper, as required by the Using Agency during the warranty period.
- 32.    **ZOOM REDUCTION AND ENLARGEMENT**- A zoom lens that allows the operator to reduce or enlarge in a minimum of 1% increments.